

13.107 EVALUATION SUPPLEMENT LOG

Reference:

FOP/City Labor Agreement
AFSCME/City Labor Agreement
CODE/City Labor Agreement
Procedure 14.200 - Information Technology
Procedure 16.111 - Employee Tracking Solution

Purpose:

Document positive employee work performance, training, and corrective action. Assist with the development and evaluation of personnel. Track employee interventions and the intervention progress within the Employee Tracking Solution.

Policy:

An Evaluation Supplement Log (ESL), will be maintained on all sworn and non-sworn employees. ESLs will be maintained in the Employee Tracking Solution (ETS).

Supervisors will utilize these entries to document positive and/or negative personnel performance, plans of actions or interventions to enhance performance, and for use as supporting documentation related to employee evaluation. When the intervention includes a referral to an outside agency (Public Employees Assistance Program, police psychologist, etc.) only the name of the agency will be listed. The reason for the referral will be outlined in the employee's medical jacket maintained at Personnel Section. Authorized employees may access the medical jacket by contacting Personnel Section.

Information:

Interventions can occur as a result of any incident or identification of a pattern requiring attention. Employees will be evaluated according to a comparison with employees in their organizational group. Should this evaluation reveal that an officer's activity exceeds or falls short of established thresholds, an intervention may occur. Any of the following are considered an intervention and will be documented in the employee's ESL:

- Review;
- Counseling;
- Training;
- Referral to outside services such as, Public Employees Assistance Program (PEAP), police psychologist, etc, (list only the agency name);
- Monitoring plan – documented action plan with set reporting intervals;
- Reassignment;
- Discipline;
- Other or any combination of the above.

Procedure:**A. ESL Format**

1. Every ESL entry will be entered into ETS.
 - a. Give full details, including date of occurrence, and description of the incident or action generating the ESL entry.
 - 1) Include reference document, offense number, tag number, name, etc., if applicable.
 - 2) Include the date the incident or action occurred. For example, on 03/01/06, Officer Jones responded to an Aggravated Robbery, Incident #50A1100201, made the initial report, recovered victim's property, recovered the weapon used, arrested the suspect, Marcus Smith, and elicited a confession from suspect.
 - b. When describing the supervisory action taken, a one or two word entry is acceptable, i.e., commended, officer advised, counseled. If the action is documenting an intervention plan, a brief description of that plan or the name of the outside agency must be noted.
 - c. Record the date the employee was notified of the ESL entry.
 - d. Employee badge number and initials
 - 1) A supervisor will request the employee log in to ETS and review the ESL.
 - a) Make the request for the employee to review the entry as soon as possible from the date of entry.
 - b) The review will take place in the presence of the reviewing supervisor.
 - 2) The employee will be asked to enter their initials and badge number (if applicable) to acknowledge they have been notified the ESL entry was made.
 - a) If the employee refuses to initial a disciplinary or corrective entry, another supervisor must witness the refusal. The witnessing supervisor's name will be noted in the Action Taken area. The reviewing supervisor must type the word "refused" in the Employee Initial field indicating the employee refused to initial the ESL, regardless of the nature.

- 4) Employees are not permitted to write a rebuttal or comments on the ESL form. Employees do have a right to submit an explanation or rebuttal on a Form 17, which will be scanned and attached to the ESL case folder as a document. The original Form 17 will be routed through the chain of command.
- e. Supervisors who initiate an ESL entry or review an ESL entry with an employee will enter their initials and badge number.
- f. Further Disposition
 - 1) If a single incident or a series of incidents result in other action taken at a later date, note the specific action taken in this field, i.e., official commendation, written reprimand, etc.
 - 2) Reports (Forms 17, 90SP, 91SP, etc.) submitted indicating that an ESL entry was made will accompany the ESL in the case folder.
 - a) The ESL will be attached to the original ETS case, if appropriate, by "Add ESL".
 - b) If a hard copy of the ESL is needed for a document outside of ETS, the ESL will be printed and attached.

B. Supervisor Responsibilities

- 1. The ESL will be work-flowed to the employee when the supervisor is ready to review it with the employee. The review must take place as soon as possible from the date of entry.
 - a. The review will take place in the presence of the supervisor who prepared the ESL. If a different supervisor is going to review the ESL with the employee, the ESL must first be work-flowed to the reviewing supervisor.
- 2. District/section/unit commanders will finalize all ESL entries.
- 3. The relief or unit officer in charge will check entries regularly for accuracy.
- 4. First line supervisors will review the ESL in conjunction with the monthly worksheet review.

C. Review of ESL Entries

- 1. ESL entries may be accessed by:
 - a. Employees – employees may review their ESL via ETS at any time.
 - b. District/section/unit commanders and supervisors to whom the employee is assigned.

- c. Personnel Section.
- d. Internal Investigations Section.
- e. Inspections Section.
- f. Assistant Police Chiefs.
- g. Police Chief and/or designee.